TOPS Agency Cheat Sheet

Agency
Requisition Status Codes
100	Initialize Requisition
104	Automatically Reprocured
105	Ready for Further Processing
109	Please Reconsider Approval
111	Awaiting Complete Approval
112	Disapproved/Comments of PAPV
140	Print Requisition on-line
149	Pre-Purchasing Approvals Complete
150	Final Approval
163	Returned - For Rework
196	Cancelled - Management
197	Cancelled - User
198	Cancel - Program Malfunction
199	Cancel - Fiscal Yr. End - RCAN
200	Ready for Pur Agent Supervisor

Purchase Order Status Codes
400	Initialize Order Record
402	Buyer Review
405	Ready for Further Processing
406	Awaiting Complete Approvals
409	Please Reconsider Approval
412	Suspense - See Notes on PAPV
439	Encumber Funds - on-line
444	Funds Available STARS Updates
449	Order Approvals Complete
450	Print Order (O/N)
451	Order Printed
452	Order Print Failed
455	Process Order With out Print
456	Order Processed W/O Print
465	Print On-line
480	Order Closed
493	Cancelled - OFST Order Only
495	Cancelled - Fiscal Year End - RCAN
496	Cancelled - Management
498	CNO Cancellation
499	Cancelled by Unaward (CNX-CNL)

Receipt, Invoice and Payment Status Codes
600	Initialize Record
620	Line Records Built
625	Line Records Deleted & Posted
630	Builds OINV & OILN Screens
696	Cancelled - Management

Purchasing Initiated
202	Buyer Review
249	Requisition Approvals Complete
296	Cancelled - Management
297	Cancelled - User
298/299	Cancelled-Other

Solicitation Status Codes
302	Buyer Review
303	Req Attached to Solicitation
305	Rebid Solicitation
309	Reconsider Stage 2 Approvals
312	Sol Disapproved - Stage 2 App
351	Draft Sol/Amend Printed
361	Final Sol/Amend Printed
365	Record Bids
376	Bid Tabulation Printed
381	Partial Award Successful
386	Final Award Successful
395	Cancelled - Fiscal Year End - RCAN
396	Cancelled - Management
397	Cancelled - User
398	Cancelled - Other
399	Cancelled

Contract Status Codes
502	Buyer Review
505	Ready for Further Processing
536	NOA Printed
542	Encumbered
546	Contract Printed
548	Contract Active
590	Contract Expired
596	Cancelled - Management

Agency
AADR	Sub Agency Address Table
ABUY	Agency Buyer Table
ADET	Agency Purchase Detail
AGCY	Agency Header Table
AGNM	Agency by Name
AHST	Agency History Table
ASDT	Agency Special Delivery Text
ASD2	Agency Special Delivery Text 2
ASNM	Sub-Agency by Name
ASUM	Agency Purchase Summary
AGRP	Agency Addresses by group

Basic
BTAB	Tables Table

Commodities
CAWD	Awarded Contracts Table 1
CAW2	Awarded Contracts Table 2
CDES	Commodities by Description
CITM	Commodities by Item Table
CKWI	Commodity by Key Word Index
COMM	Commodity Header Table
COM2	Commodity Header Table 2
COM3	Commodity Header Table 3
CPCM	Comm. Product Comparison
CPRF	Comm. Prod. Comparison Ref.
CSPC	Commodity Description Table
CSVM	Supplying Vendor Table 1
CVDR	Comm. by Supplying Vendor
CSV2	Status of Vendor for Comm.

History
HDET	History Detail Table
HIST	History Header Table

Contract
KANO	Contracts by Agency Number
KDTE	Contract Re-Procurement Data
KNOA	Contract Notice of Award
KNTE	Contract Notes Table
KONT	Contract Header Table
KON3	Contract Header Table 3
KRNO	Contracts by Requisition No.
KSWC	Statewide Contract Table
KTLE	Contract by Title
KVNO	Contracts by Vendor Number
KLIN	Comm by Contract
KLI2	Contract number and Line number
KVTX	Optional specs for KLI2

Purchase Orders
OABC	Order by Agcy No./Buyer Code
OACG	Order Accounting Distribution
OACY	Orders by Req. Agcy Number
OANO	Order by Agency Number
OARN	Order by Agency Req. Number
OAVN	Orders by Req. Agcy and Vend
OBST	Orders by Pur. Agcy, Buyer #
OCHG	Order Change Table
OCTX	Order Change Text
OCPY	Order Copy
OFCR	Contract Release Order
OFST	Local Order Table
OILN	Order Invoice Line Table
OINV	Order Invoice Table
OLIN	Order Line Number Table 1
OLI3	Order Line Number Table 3
OLI4	Order Line Number Table 4
OMOD	Order Comm. Desc. Change
ONTE	Order Notes Table
OPAY	Document Match Table
OQTY	Order Quantity Table
OQT2	Order Quantity Table 2
ORD4	Order Header Table
OREC	Order Receiver Line Table
ORKN	Orders by Contract Number
ORLN	Order Receiver Line Table
ORNO	Orders by Requisition Number
ORON	Orders by Obligation Number
OVNO	Orders by Vendor Number
OBID	Records Bids Received for Order

Approvals
PAPI	User Approval Index
PAPS	Document Approval Status Inq.
PAPV	User Approval Detail

Requisitions
RABC	Req. by Agcy and Buyer Code
RACG	Req. Accounting Distribution
RANO	Requisition by Agency
RARN	Req. by Agency Req. Number
RAST	Req. by Agency & Status Code
RCPY	Requisition Copy
RLI2	Requisition Line Table 2
RLIM	Requisition Line Entry (Multiple)
RNTE	Requisition Notes Table
RPCM	Req. Product Comparison Matrix
RPRF	Req. Product Comp. Matrix 2
RQS4	Requisition Header Table 4
RQS5	Requisition Header Table 5
RQS6	Suggested Vendors Table
RTXL	Req. by Text Line Change
RTXT	Req. Text Key Ranges

Solicitations
SBOS	Sol. by Bid Opening Date
SDOC	Solicitation Header Table 1
SRQN	Sol. Requisition Number Table
SVEN	Sol. Vendor Table 1

Text
TEXT	Text Header Table
TTCD	Text by Text Type Table
TXLN	Text Line Table

Vendor
VADR	Vendor Address Table
VAWD	Vendor Award History Table 1
VBID	Vendor Bid History Table 1
VBI2	Vendor Bid History Table 2
VCOM	Vendor Complaint Table 1
VCO2	Vendor Complaint Table 2
VCO3	Vendor Complaint Table 3
VCTX	Vendor Complaint Text
VEND	Vendor Header Table 1
VEN2	Vendor Header Table 2
VNAM	Vendor by Name Table
VNDR	Vendor/Header and Address
VRGI	Vendor Registration Inquiry

TOPS FUNCTIONS
CLEAR	Prepares for adding record
ADD	Inserts a record
INQUIRE	Searches for record
DELETE	Removes a record
CHANGE	Modify an existing record
GET	Finds specific record and text

TOPS DATABASES
Reference	Processing
Agency (A)	Requisition (R)
Basic (B)	Solicitation (S)
Commodity (C)	Order (O)
Text (T)	Contract (K)
Vendor (V)	Approvals (P)
	History (H)

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